<u>General</u>

NOTE: We have added a new drop-down field called "Asset Groups" to various asset management screens, allowing users to categorize assets more efficiently. However, please note that at this time, we have not implemented the ability to restrict assets or users to specific Asset Groups. This feature is scheduled for a future update, and we will provide more information when it becomes available.

Assets

Home & Accet

• Add/Edit Assets – A new drop-down field for "Asset Group" has been added to both the Add Asset and Edit Asset screens. To use this feature, the available selections for the drop-down must first be set up in the Settings > Assets > Groups section.

	one Assets Add					
1	Add Asset					
	– Asset Information			+ Purchasing Information	on	
	Asset ID	Leave Empty to Auto Generate		+ Device Information		
	Description			+ Related Files		
	Serial Number *			Status *	Active	X v
	Туре *	Select An Option		Notes	Active	
	Group	Select An Option 👻				
ľ	Class	Select An Option	-			1

• **Print Labels** – Labels can now be filtered based on the new "Asset Group" field that has been added to the Asset Add/Edit screens.

Home Assets Print Asset La	abels		
Print Asset La	bels		
Asset IDs:			
Asset 5Ns:			
Starting Asset ID	Select An Option	Ŧ	
Ending Asset ID	Select An Option	•	
Annat Trun a			
Asset Type	Select An Option	Ŧ	
Asset Group	Select An Option	¥	
Asset State	Select An Option	Ŧ	

• **Bulk Update** - Assets can now be updated based on the new "Asset Group" field added to the Asset Add/Edit screens.

Bulk	Upc	late	Assets	

Home > Assets > Bulk Update

O Asset Serial Numbers	Asset IDs	
Site	Select An Option	Ŧ
Status	Select An Option	*
Assigned to Location	Select An Option	*
Held by Location	Select An Option	•
Room		
Turned In	Select An Option	*
Cost	0.00	
Funding Type	Select An Option	*
Funding Source	Select An Option	*
Funding ID		
Asset Model	Select An Option	*
Asset Type	Select An Option	*
Asset Group	Select An Option	•
Screen Size	Select An Option	

• Add Inventory Audit - Audits can now be filtered based on the new "Asset Group" field added to the Asset Add/Edit screens.

End Date* Assigned Users Sites* Audit Status Active Audit Status Active	Home > Audits > Add			
Audit Status Active Filters Asset Disposition Location Types Asset Types Asset States Asset States Asset States Asset Funding Sources Asset Models Asset Manufacturers Asset Categories Asset Categories Asset Categories Asset Categories	Assigned Users	~	O Held by	
Filters Asset Disposition Location Types Asset Types Asset States Asset States Asset Funding Sources Asset Manufacturers Asset Categories Asset Categories Asset Categories	Sites *	V All	Do you want to reconcile during the audit?	
Asset Disposition Location Types Asset Types Asset Types Asset States Asset States Asset Funding Sources Asset Funding Sources Asset Models Asset Models Asset Categories Asset Classes Asset Classes Asset Pools	Audit Status	Active 🗙 🗸	Reconcile During Audit	
Location Types Asset Types Asset States Asset Funding Sources Asset Models Asset Models Asset Categories Asset Ca	Filters			
Asset Types Asset States Asset Funding Sources Asset Models Asset Manufacturers Asset Categories Asset Categories Asset Classes Asset Classe Asset Classet Asset Classet Asset Classet Asset Class	Asset Disposition	~		
Asset States Asset Funding Sources Asset Models Asset Manufacturers Asset Categories Asset	Location Types	~		
Asset Funding Sources Asset Models Asset Manufacturers Asset Categories Asset Classes	Asset Types	~		
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Asset Manufacturers Asset Categories Asset Classes Asset Pools		~		
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Asset Classes Asset Pools				
Asset Pools	Asset Categories	~		
		×		
Asset Groups		~		
	Asset Groups	~		

Invoices

- Payments
 - \$0 (zero) dollar payments are no longer allowed.
 - Payment receipt will now pop up when payment is posted.
 - The issue where the "Save" button would disable if you clicked save while a required field was left blank has been resolved. Previously, this would force users to exit the screen and re-enter it in order to complete the payment.

Imports

- Import Lookup -
 - All Import Lookup screens have now been updated to reflect the new "Manage Page" look and feel.

Home > Imports > Asset Imports > Mar	nual CSV Asset > Logs > Lookups				寶 1to1QA 💄 1to1 QA 🔮
Import Lookup Showing all 22	records				💠 Columns
1					2 Refresh Page Size 50 🗸
View Applied: Standard					
Table	* Import	≑ Value	÷	Created	+ Actions
Select	Select		Select	Select	× Clear
Sites	Manual CSV Asset	Test1		12/20/2024 3:31 PM	+
Locations	Manual CSV Asset	more		12/20/2024 3:31 PM	+
Locations	Manual CSV Asset	testttttt		12/20/2024 3:31 PM	+
Lanations	Manual COV Assat	Toott		40/00/0004 0-04 DM	1

• When "Create" or "Map" is selected under the Actions column, a modal will now appear, allowing users to either add a new lookup or map the missing lookup accordingly.

Import Lookup Showing all 22	records						✿ Co
View Applied: Standard	^ Import	Create Import L	.ookup X	÷	Created	÷	Actions
Select		Asset Model			Select		× Clear
Sites	Manual CSV Asse	Asset Model *	Chromebook 11-ae0 / Chrome		12/20/2024 3:31 PM		+
Locations	Manual CSV Asse	Description			12/20/2024 3:31 PM		+
Locations	Manual CSV Asse				12/20/2024 3:31 PM		+
Locations	Manual CSV Asse	Manufacturer *			12/20/2024 3:31 PM		+
Asset Types	Manual CSV Asse				12/20/2024 3:31 PM		+
Asset States	Manual CSV Asse	✓ Save			12/20/2024 3:31 PM		+
Asset States	Manual CSV Asse				12/20/2024 3:31 PM		+
Asset Pools	Manual CSV Asse	t	more		12/20/2024 3:31 PM		+

• Assets – All asset imports will now import to the new field called "Asset Groups" if it is specified in the field mappings or included in the manual CSV asset file.

Settings

• Settings/Assets/Groups – A new asset property called Groups has been added.

Home > Asset Properties	-		·	圓 1to1QA 💄	1to1 Q/
Asset Properties					
Asset Settings Assign, Turn In, etc.					
Types Chromebook, Laptop, etc.	Status Active, Damaged, etc.	Funding Sources Title 1, E-Rate, etc.	Funding Source Types Federal, State, etc.	Manufacturers Lenovo, Apple, etc.	
Models Chromebook 123, Laptop ABC, etc.	Groups Maintenance, Transportation, etc.	Classes Networking, Mobile Devices, etc.	Categories Tablets, Servers, etc.	Pools Special Services, Loaners, etc.	
Accessories Charger, Keyboard, etc.	Screen Sizes 21 inch, 24 inch, 32 inch, etc.				

• **Tickets/Submit Ticket Settings** – A new "Filter Categories" option has been added to the Ticket Type Field Grouping Settings. This feature allows ticket type categories to be filtered in the Ticket Types dropdown on the Submit Ticket screen, while giving the option to hide the actual category names.

Home > Ticket Pro	perties > Submit Ticket Settings > Edit	ubmit Ticket	🕎 1to1QA 💄 1to1 QA 🕑
Submit Ticke	et	C'Reset 🖀 Delete 🗙	Cancel 🗗 Clone 🗸 Save
Created by 1to1 QA 1	0/4/2022, 11:50 AM Modified by 1to1 QA 1	2/22/2024, 12:38 PM	
- Submit Ticket	Settings	Search Select Student of who will be affected by	y this issue.
Title *	Submit Ticket	Asset T Field Group Settings	d of the progress of
Description *	Submit a student ticket	Availab Custom Name Ticket Types III Related User	er.
lcon *	Computer x v	Closure	
Color*	Blue × V	Filter Categories Contact Catego	
User Groups Disable Related Use	er Auto Population	Contact Included Categories Chromebook × Laptop	? 🏚 🗙
		Email A Chick Cancel III Ticket Types	≅
		Invoice Amount 👪 🎫 Description	• • ×
		New User Email Address	
Home > My Ticket	t > Submit Ticket Forms > Submit Ticket By and Tobac.		🕅 1to1QA 💄 1to1 QA 🔮
	Who is being affected? If you are subn this request for someone else, put thei here, you will still be notified of the pro	name Related tick	eter History tets for the selected user
	this ticket as the ticket submitter.	+ No Ticket Type	(7)
		Ticket Types *	en (6)
		Chromebook Cracked Screen This example is filtering	r (1)
	i What is the issue or request?	Chromebook Missing Keys Laptop Cracked Screen Laptop Missing Keys	(1)
		Lost Device types + Laptop Cracked Sc	reen (2)
		A New Student	(3)

- Imports/Assets -
 - API Asset Imports now include the ability to map a new field, Asset Groups, within the Field Mapping section.

Home > Import Propert	ies > Asset Configurations > Google Chrome OS		🌉 1to1QA 💄 1to1 QA 😝
Google Chrome	e OS Device		✓ Save
- Standard Settings		+ Data Syncing Options	
Enable		+ Preview	
- Service Settings		- Field Mappings	
Read Enabled		Choose Source V Choose Destination	
Write Enabled		Asset Category	
Default Asset Type *	Chromebook X V	Source Destir Asset Class	
Default Asset State *	Active × V	Serial Number Serial Asset Condition	
Default Site *	QAHS X V	Annotated Asset ID Asset Asset Funding Source	
Query Value		Model Asset Asset Funding Source Type	
Permissions *		Annotated Location Site	
Admin Email *		Amounto Excanori Sine Asset ID	

• FTP Asset Imports now include the ability to map a new field, Asset Groups, within the Field Mapping section.

Home > Import Properties > Asset Configurations > FTP CSV Asset

			_					
FTP CSV Asset	ts							
- Standard Settings			+	Data Syncing Options				
Enable								
			 Field Mappings 					
- Comiles Cottings				bhaana Einle				
 Service Settings 				Choose Field		^	+	
Lines to Skip	1			Asset Category		Î	emove	
Delimiter *	Comma	~		Asset Class		- 1		
	Comma	*		Asset Condition			800	
Default Asset Type *	Laptop	××		Asset Custom Field			000	
Default Asset State *	Active	×v		Asset Funding Source			. 88	
Default Site *	QAHS	×v		Asset Funding Source Type			800	
	QAHS	× •	1	Asset Group				
			. L	Asset ID			000	
				ASSELID				

 Email Address has been added the Source dropdown under Field Mappings for all Mosyle Asset Imports.

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Mosyle Mac OS	i															
- Standard Settings	- Standard Settings			+ Data Syncing Options												
Enable		-	⊢ Preview													
- Service Settings		ŀ	 Field Mappings 													
Read Enabled			Choose Source	~	Choose Dest	tination	× +									
Default Asset Type *	Laptop X V			^			_									
Default Asset State *	Active × V		IMEI Location		nation	Preserve ()	Remove									
Default Site *	QADO X V											MEID	1	Number		×
Access Token *	55		OS Version	t	ID		×									
Username *			Serial Number	t	Model		×									
Password *		1	Status User Email	þ	m Notes		×									
- Action Items			User Id		Catagon		~									